

Clerical and Office Branch  
Purchasing and Stores Group  
Warehousing and Delivery Series

STORES CLERK I

05/00 (CDH)

### *Summary*

Under general supervision, receive, store, issue, inventory and maintains records of assigned common use or other standard materials, parts, tools, equipment and supplies.

### *Typical Duties*

Accept deliveries of, dispense and account for stock. Involves: comparing purchasing and shipping documents to verify that type and quantity of goods were ordered or are approved substitutes and documenting partial shipments; visually inspecting goods delivered for shipping damage, defective or incorrect items, returning rejected goods to shippers or vendors; accepting and tracking for fulfillment of orders as authorized, receiving requisitions, and locating, picking and issuing stock, vehicular parts, tools and other items or acceptable substitutes; participating in inventories by locating, identifying, counting and recording items on hand, using manual and bar code counting tools and computerized systems; tracing and receiving tools to be returned to stock; contacting vendors to request price and availability information and to issue delivery requests as instructed.

Load, unload, move, stow, secure and maintain property, make minor repairs to tools and equipment as specified, and perform routine vehicle operator services. Involves: operating forklifts, pallet jacks, conveyors or other materials handling equipment; operating power hand tools, bench grinders, engraving machines and related machinery; shelving, palletizing, stacking and positioning stock following prescribed floor layout or instructions; assembling or disassembling furniture, shelves and equipment when required; making minor repairs to tools and equipment as specified; picking up and delivering stock and surplus items at storerooms, field work sites and vendors by driving trucks or other vehicles; verifying operability of vehicle driven; performing routine vehicle operator services; notifying supervisor of tool or equipment malfunctions; serving as back-up messenger if necessary.

Identify and maintain transaction records of items received, issued and returned. Involves: preparing recurring or special receiving, rejection, inventory and requisition filling reports; preparing, updating and correcting inventory records to current stock levels; posting items and charges to accounts, organizational unit, vehicle, employee or other designated category; filing documents including purchase orders, requisitions, work orders and activity reports; marking and tagging items with property codes; computing stock levels, vendor discounts, average item prices and related data.

Perform related incidental duties contributing to realization of unit or team objectives as required. Includes: maintaining petty cash or monetary coupon funds as authorized; operating two-way radio to receive and transmit messages to field crews; substituting for supervisor or coworkers as qualified by performing specified tasks to maintain continuity of normal operations; serving as helper to higher graded stores personnel as directed; assisting supervisor in orientation and training of less knowledgeable employees by explaining and demonstrating work performed; engaging in assignments pertaining to functions of other positions for training purposes under close supervision; keeping tools, equipment and work area orderly, safe and clean.

### *Minimum Qualifications*

Training and Experience: Graduation from high school or general educational development (G.E.D.) equivalent, plus two (2) years experience handling, transporting or storing materials by reading and following work orders, shipping or receiving reports; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Some knowledge of: safe stock storage, record keeping and materials handling practices; manual and automated inventory control system and related data entry and retrieval procedures.

Ability to: identify and locate stock items using manuals and supply catalogs; check for and recognize damaged, defective or malfunctioning stock items, or motor vehicles, tools and equipment operated; establish and maintain effective working relationships with coworkers and vendors; follow oral and written instructions; accurately post or enter data into electronic records system; write legibly to maintain logs and prepare reports; make simple arithmetic computations.

Skill in safe operation and care of: forklift or other materials handling equipment; motor vehicle; personal computer or network workstations and generic business productivity and specialized inventory software; common calculating and office equipment.

Physical Effort and Work Environment: Frequent: lifting, carrying, pushing or pulling of moderately heavy objects (up to 50 pounds); operation of materials handling equipment in a congested warehouse environment. Occasional: driving through city traffic to make pick ups and deliveries and conduct field inventories.

Licenses and Certificates: Texas Class "C" Driver's License, or equivalent license issued by another state.

Special Requirements: Subject to call back, and working flexible hours, weekends, holidays, and extended hours. Positions assigned duties which require a Commercial Driver's License (CDL) to operate vehicles on public thoroughfares, [or positions of a safety sensitive nature within Mass Transit], are subject to federal drug and alcohol testing regulations, which include pre-employment, post-accident, reasonable suspicion, random, return to duty and follow-up testing.

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Director of Personnel

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Department Head

OFFICIAL